

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** Housing and Grants Specialist  
**DEPARTMENT:** Sustainable Development  
**FLSA STATUS:** Exempt

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**GENERAL PURPOSE:**

Performs intermediate-level professional work involving the housing and grants programs within the Sustainable Development department. Researches and coordinates community development projects and housing programs. Identifies and resolves readily identifiable, clearly defined problems. Work is performed under minimal supervision with considerable latitude in the use of initiative and independent judgment. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting established policies and procedures.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Attends meetings and training related to housing and grant coordination
- Composes and types correspondence to outside agencies and developers
- Drafts ordinances and resolutions for City Commission approval
- Monitors existing and proposed developments for compliance with interagency development regulations
- Monitors grant programs and identifies potential grant opportunities for the City
- Performs customer relations activities for interested and eligible program participants and related federal, state, and county agencies
- Prepares and delivers presentations as needed for City Commission meetings
- Receives and reviews housing development and grant projects for accuracy
- Serves as a technical liaison with the City's housing program consultant
- Assists in the monitoring and implementation of state and federal grant programs
- Performs other duties as assigned and/or required

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in business administration, public administration, planning, social services or a related field; supplemented by two (2) or more years' administrative or high level of public contact experience; an equivalent combination of education, certification, training, and/or experience may be considered.

Experience in the area of community development, planning, building or code enforcement is preferred.

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### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of planning, zoning, and/or building code, ordinance, practices and procedures
- Knowledge of housing assistance and grant programs
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to effectively multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to organize work for timely completion
- Ability to work with minimal supervision
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to identify and successfully complete continuing education opportunities related to HUD, housing assistance and grant programs
- Ability to regularly attend work and arrive punctually for designated work schedule

### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

### **SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date